



# **MODERNIZATION PROGRAM OFFICE**

## **MOVE GUIDE**

Main Interior Building  
Modernization Program Office  
February 7, 2006

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## General Information

The following information and instructions have been prepared to expedite the re-occupancy into wing five in the Main Interior Building. Your relocation is important to us. Following these instructions and helpful hints will facilitate an efficient, trouble-free transfer to your new location. Please read the following and feel free to ask questions. The key to a successful relocation will be communication, cooperation, and attention to the small details.

- A Move Coordinator will be designated for each bureau/office/unit and will be requested to attend weekly update meetings. The coordinator will be responsible for conveying information to the occupants.
- Furniture templates will be distributed and occupants will be requested to complete office layouts and submit to Move Coordinator.
- Systems furniture workstations, office furniture, conference furniture, filing cabinets, and computer systems that are shown on the floor plans should be clearly labeled with the final designation.
- All trading/donating of office furniture to in-house bureaus/office/units, must be completed prior to the move date and all expenses incurred to move the furniture will be the responsibility of the donor or recipient.
- All items to be moved must be labeled. Items not labeled will be considered to be surplus and taken off-site at the expense of the bureau/office/unit.
- A Safe room will be identified for the storage of personal objects and/or plants immediately prior to the move and must be vacated within 3 days of the actual move.
- Recycling bins will be delivered approximately to and picked up from each bureau/office/unit starting 2 weeks prior to the move. Occupants are encouraged to recycle materials prior to the move.
- Computer equipment should be packed and moved by respective bureau/office/unit IT teams or if requested in advance may be handled by the movers.
- Refrigerators placed in kitchenettes must be Energy Star compliant and must be purchased by bureaus/offices/units. Assistance will be provided at weekly move meetings. For additional information contact the MPO Sustainability Coordinator 208-3919.
- All offices must be clear of personal items and trash within 3 days of vacating offices. Bureaus/offices/units will be charged a fee for removing trash and personal items left behind.
- A damaged/missing item report must be completed and submitted to the Modernization Program Office for review within 3 business days after the move is completed.
- Keys to new offices will be distributed prior to the move in.

## **Responsibilities: Move Coordinators**

- Serve as the primary conduit of information between DOI staff and movers and will be active participants of the Move Coordination Team.
- Coordinate all of the move activities for respective bureaus/offices/units.
- Distribute the Office Moving Guide to occupants.
- Attend weekly move meetings, conveying updates or instructions to occupants.
- Submit office layouts to Modernization Program Office/Move Contractor.
- Accountable for issue and return of crates to occupants.
- Insure refrigerator and kitchenette appliance purchases are Energy Star compliant.
- Contact Kirk Dietz (208-1166) DOI Museum, to pickup all Art-In-Office, at least 3 weeks prior to move.
- Insure that all computers and IT equipment are shut down 2 hours prior to move or as mandated by bureau/office/unit.
- Complete and submit damaged/missing item reports.
- Insure that appropriate security is present on move day if moving sensitive material.
- Notify Building Managers office (208-7560) when recycling carts are full.
- Direct issues to the Modernization Program Office.
- Coordinate new key request/collection/delivery.
- Move Coordinators or their designees will be the only DOI personnel present in the areas of origin and destination in the buildings during the course of the move

## **Responsibilities: MIB Occupants**

Occupants will not be permitted in the areas of origin and destination during move activities unless designated by the Move Coordinator. This rule will be strictly enforced for safety and insurance liability reasons.

- Recycle prior to the move.
- Advise Move Coordinator of special needs in advance of the move.

- Complete office layout and submit to the Move Coordinator by established date.
- Arrange with Move Coordinator for packing/moving if occupant will be out of the office at time of move.
- Complete and placing labels on all objects being moved.
- Follow procedures for shutting down computers as designated time.
- Complete all packing prior to the start of the actual move.
- Pack and move all personal items 3 days prior to move schedule.
- Notify Move Coordinator of any art from the MIB Art-In-Office Program.
- Notify Move Coordinator of any art or objects on the walls that will not be moved.
- If you have plants, ask a friend in another part of the building to care of them for a while.
- Unpack in a timely manner once moved.
- Return all move containers to designated location by the end of week one after the move.
- Notifying the Move Coordinator of damaged and/or missing items within 3 days of move.

## **Proposed Move Schedule**

To date, construction is proceeding on schedule and wing five will be ready for occupancy in March/April. The move is scheduled over a 7 week period. Please contact the Modernization Program Office for updates.

In the coming weeks we will issue a detailed schedule and move phasing plan. This document will indicate the time-frame for each units move and other critical dates in the relocation process such as issuance of moving crates and labels, deadline for completion of packing, when employees may occupy their space and deadline for returning plastic moving crates.

## **Tools for the Move**

### **Plastic Moving Crates**

Plastic moving crates are the preferred packing tool and will be available at a specified location to be determined. Plastic crates are easier to pack and unpack, they hold more than traditional cardboard cartons, they are virtually indestructible ensuring safety of their contents, and they reduce the amount of cardboard waste going into landfills. The crates come with a specially designed dolly which makes them quicker and easier to load, transport, and unload.

- Crates will be available for pickup at a designated area 7 days in advance of the move.

- Crate distribution times will be posted at the location, announced in the move meetings, and posted on the modernization website.
- Move Coordinators or designee must sign for the crates.
- Crates must be returned no later than one week after the move.
- Additional charges will be incurred for the delay in returning the crates and will be the responsibility of the bureau/office/unit.

### **Cardboard Moving Cartons**

- Distribution of cardboard moving cartons will be tightly controlled. Requests for these cartons must be made by the move coordinator in writing prior to distribution.
- Standard one-piece self-locking legal size moving cartons will be available for packing under certain circumstances. These cartons are not as efficient for packing and transporting as the plastic moving crates and should only be used for the following reasons:
  1. Items are required to be packed more than two weeks prior to the move date. Typically this requirement is for employees on TDY or leave or for administrative and support areas that may require an extended time period for packing.
  2. Items cannot be unpacked within a week of the move or are to be stored for an extended period.
  3. Items are to be transported by other than the mover.

### **Specialty Moving Containers and Supplies**

- When authorized, plastic zip lock computer bags will be provided for computers, fax machines, scanners, plotters and other electronic equipment that has detachable components that are scheduled to move.
- Additional containers may be requested by the Move Coordinators for special objects. This may include library carts, wooden electronic equipment carts, cardboard commercial bins for oversized items that won't fit in the plastic crates, dish tubs, hanging cartons (ideal for transporting flags), and mirror/picture cartons. Please identify the unique requirements you have to your move coordinator as soon as possible so we may make the appropriate arrangements for any equipment required.
- Bubble wrap and white newsprint paper will be available to pack and protect items.

**Labels:**

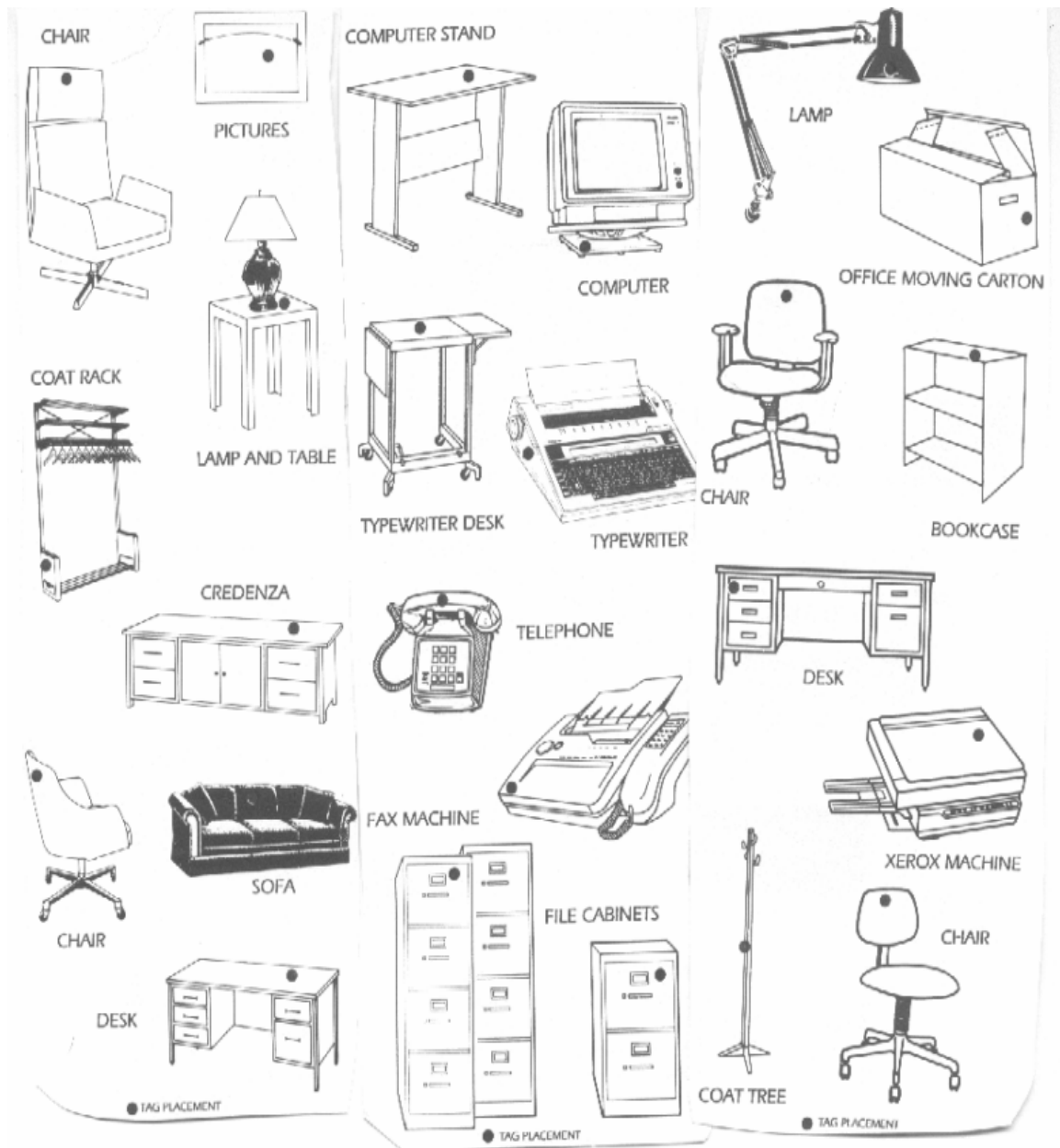
- Move Coordinators will be provided with a supply of color coded labels for distribution to occupants.
- Labels pre-printed with the word “**Surplus**” and the bureau name will be distributed to be placed on items not being transported to the new space.
- Use a black felt tip pen and print legibly when filing out labels.
- Each label must have the floor, room number, number of pieces and occupants full name full name.
- You need to clearly identify the floor, room number, number of pieces and your full name on each label. See sample below.

FLOOR	ROOM	PIECE
7	701	2 of 10
JOHN	DOE	

**SAMPLE OF MOVING LABEL**  
Available in one or more colors

## Label Placement

- Please follow the diagram below when placing labels. The mover requires this uniformity to quickly and efficiently place your boxes and equipment in the new location.





## **Packing Instructions**

### **Art, Pictures, Maps, and Bulletin Boards: (non personal)**

- Label each piece according to instructions and leave these items on the wall for the mover to handle.

### **Bookcases**

- Remove all contents and books and pack in crates.
- Remove all shelves and place in base of bookcase.

### **Cardboard Moving Cartons**

- Self-locking cardboard cartons will be provided. Please follow the instructions on the box for proper assembly. If these instructions are followed you will not need to tape the boxes.
- Pack the cartons tightly to prevent shifting.
- Make sure that all cartons are closed properly. If a carton will not close, start a new one. This will ensure that they stack properly on dollies for the move crew and substantially decrease the chance for damaged items.

### **Coat Racks or Lockers**

- Pack all items including hangers and other contents in cartons.

### **Computers, printers, and scanners**

- Technology Relocation Team's for each Bureau/Office/unit, will be responsible for disconnecting and/or packing computers or electronic equipment.

### **Desks and Credenzas**

- Pack contents of desks and credenzas including current work papers, letter trays, books and other desk top items.
- Where keys are available drawers should be locked and the keys should be wire tagged and coded to the locks they fit and packed in a safe place. Do not leave keys in locks on any piece of furniture. The mover is not responsible for lost keys.

### **Filing Cabinets**

- The contents of all file cabinets and filing systems must be emptied and packed in the plastic move crates for transport.

### **Miscellaneous small items**

- Small articles, such as pens, clips, rubber bands and erasers, should be placed in sealed envelopes before packing in cartons.
- Caps of liquids must be turned tightly and wrapped before packing to prevent breakage or leakage.
- Desk letter trays – Empty papers and pack in correctly marked cartons.
- Cardex Files – Keep rods and file guards tightly drawn. Bind loose cards together with rubber bands in batches of about 150 and pack in cartons.
- Odds & Ends – Pack desk clocks, calendars, rubber stamps, bookends in cartons or if special packing is required, notify Move Coordinator in advance.

### **Office Machines/Lectrivers/Filing Systems**

- Each Move Coordinator is to identify office machines that need to be moved.
- Professional servicing may be required for equipment such as copiers. This service is available from the manufacturer's service department and arrangements must be made directly with the appropriate servicing company or vendor prior to the move date. Internal servicing of the equipment may be required and if manufacturer's requirements are not followed you may void service contracts or warranties and in fact damage the equipment.
- Lectrivers require special handling. Contact the Modernization Program Office -for instructions.
- Leave the machines on top of their desk or stand if they are to be moved.
- Be sure the equipment has been serviced and all components disconnected.
- Small items and cords should be packed in zip lock bags or cartons and properly labeled.
- Typewriter carriages must be centered and all machines must be unfastened and disconnected.
- Pads and covers for machines should be placed in a carton.
- All equipment containing liquid must be drained prior to move.

## **Oversized/Odd sized Items**

- Place a move label on these oversized items (desk blotters, letter trays, in-out boxes, etc.) and the movers will pack them on move day.
- If you require other special boxes or packing services, ask your move coordinator to advise the move contractor at least two weeks prior to your move. This will allow time for the mover to supply the materials needed. Last minute notices will only cause problems in schedules and may interfere with the relocation.

## **Plants (Live or Artificial)**

- Occupants must arrange for the transportation of plants and removing them or placing in the “safe room,” location to be announced at weekly move meetings.

## **Plastic Moving Crates**

- Place an empty crate on one of the special dollies before packing. Ideally you should never have to lift a full crate. Up to four crates may be stacked on each dolly.
- Pack the crates tightly to prevent shifting. Crates remain stacked on the dollies during the relocation. When packing, place an empty crate on the special dolly and pack the crate. When that crate is full, simply close the lid, and put your label on one end of the crate. Continue packing by placing an empty crate on top of the packed crate and continue packing. Follow this procedure until the crates are four high. By following this procedure you will never have to lift a full crate.
- Pack items from your workstation or desk in reverse order of need so that items that you need immediately after the move are on the top of the crate stacks. **OPEN ME FIRST** labels will be available to indicate important boxes.
- Small articles, such as pens, clips, rubber bands and erasers, should be placed in sealed envelopes before packing in cartons.
- Caps of liquids must be turned tightly and wrapped before packing to prevent breakage or leakage.
- Make sure that all crates are closed properly. If a crate will not close, start a new crate. This will ensure that they stack properly and substantially decrease the chance for damaged items. **Please do not tape the plastic moving crates shut.**
- Place the proper move label on one end of each move crate facing the same direction on the dolly. **You do not need to label the opposite end or the top of the crate.**
- All crates on a dolly should be labeled for the same destination. **Do not consolidate your office belongings with those of other employees being located in your immediate area at the new location.**

## **Security Files and Safes**

- Files and safes will be transported on their back with the dial facing up.
- **Lock all files containing security sensitive materials.**
- Contents may remain.
- If drawers are not full, stuff with paper or bubble wrap to prevent the shifting of contents.

## **Supply or Storage Cabinets**

- Supply and storage cabinets have need to be emptied, with contents packed in crates.
- Secure doors/drawers.

## **Telephones**

- Telephone service workers will disconnect, move and reinstall office phones.

## **Workstations**

- All systems and modular workstations must be completely emptied and the contents disposed of or packed. This includes all flipper door cabinets, file drawer cabinets shelves, and 2 and 3 drawer pedestal files.
- If you have the key for a flipper, file, or pedestal cabinets please tape it to the piece.

## **Keys and Other Security Issues**

- Applications for keys for the renovated space will be distributed at the move meetings and are to be completed and submitted by the bureau/office/unit designated point of contact.
- Two keys per office will be issued, if additional keys are needed, a separate request form must be completed and submitted. A \$5-\$10 fee will be assessed for each additional key. A credit card number must be on file with the Security Office before any additional keys are created.
- The date and name, title, justification, and signature of the authorizing official are required to be completed on the form. Please contact Security Services to determine the appropriate authorizing official.
- Only one key request needs to be submitted. Please type “see attached list” under the name section and attach a spread sheet with the list of names, office, number of keys required, and room number.

- The completed form should be dropped off in room 1227 as soon as possible to insure that the keys will be available.
- The security office will need one day to process the key request after which the keys will be made available to the staff.
- Each staff person will need to stop at the security office, room 1227, to sign for the new key/s and return them to the previous office.
- Keys to the old offices need to be returned within one week of the move. The individual who originally signed for the key, needs to return the key.
- A DI-1934 (Property Pass) must accompany any items, including personal property, that occupants wish to remove from the building.

## **Recycling**

- Recycling collection will take place in various areas during the move: bureau/office/unit hallways: freight elevator areas, main bureau/unit/office recycling centers, Office Eagle Store, and the Green room.
- Carts will be labeled and available approximately 2 weeks prior to each scheduled move.
- Please note that we will be collecting reusable objects (3 ring binders, pens, note pads, post-it's, bookends, "in boxes" and supplies for the Green Room. Supplies collected for the Green Room will be available for staff use after the move. Contact Building Manager for additional information.
- **Hallway Collection Carts**
  1. **White paper**
    - White paper
    - Computer paper
    - Office stationery
    - Windowless envelopes
  2. **Mixed paper**
    - Colored or natural shade paper,
    - Magazines
    - Glossy paper,
    - Blueprints and drawings
    - Shredded paper cut in to 1/4" stripes or larger
    - Books
    - Phone directories
    - Tabbed dividers with plastic tabs removed
    - File folders with metal hangers removed
    - Envelopes other than white

### **3. Re-useable materials**

3 ring binders  
Note pads  
Post'its  
Pens  
Bookends  
In-boxes  
File folders

### **4. Cardboard**

Place outside office door for afternoon pickup.

### **Freight Elevators Area Collection**

Plastic bottles  
Glass  
Newspaper  
Metal cans

### **Bureau/Office/Unit Recycling Center**

These areas will remain in service.

### **Office Eagle Store Collections**

Transparencies,  
Rechargeable batteries  
Computer disks  
CD's  
Reel to reel,  
4mm/8mm tapes  
Data cartridges  
Toner and print cartridges

## **In Your New Office**

- Unpack your containers and organize you work areas immediately.
- Empty plastic moving crates and contact Move coordinator form crate return information.
- Malfunctions such as lack of electrical power at an outlet, telephone and computer problems, misplaced containers and equipment, damaged furniture, etc. should be reported to your Move Coordinator as soon as identified and with a 3 day time period after the move.
- A guide to your new office space, discussing life safety and sustainable issues will be available at [www.DOI.GOV/modernization](http://www.DOI.GOV/modernization).

**Damaged/Missing Item Report Form  
Wing 5 Re-Occupancy  
2006**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Office/Workstation Number:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Instructions for use of this form:

**Damaged Items**

1. Be specific about the nature of the damage to furniture/equipment. Clearly describe which component of an item or which surface of a piece has been damaged. Attach a digital photo if available.
2. Write legibly
3. Only record damage incurred during the move
4. Return this form to the Modernization Program Office within 3 days of move.

**Missing Items**

1. Be specific about missing items, number of boxes, and description of the furniture, make/model and type of equipment
2. Write legibly
3. Return this form to the Modernization Program Office within 3 days of move

**Damaged/Missing Items**

**Description of Problem**


**Note:** Assessment of equipment and furniture damage will occur within five (5) business days after move is completed. A Damage Claim Report will be reviewed and submitted to the move contractor with ten (10) business days after a move is completed. If the damaged facility/furniture, equipment and so forth are not properly documented in writing to the move contractor by the time frame identified in the aforementioned statement (within ten (10) business days after the move), no claim for replacement, repair or other financial remuneration(s) from the contractor.